

**Satsop School District NO. 104**  
**PO Box 96**  
**Satsop, Washington 98583**  
**Minutes**  
**August 18th, 2025**

**CALL TO ORDER:**

Darlene Reynolds called the meeting to order at 6:38pm. Declaration of quorum.  
Meeting was audio recorded per WA State RCW 42.30.035.

**MEMBERS PRESENT:**

Tiffany Osgood, Terri Carl, Darlene Reynolds, Shawna Williams, Kim Russell  
and Patrisha Werdahl

**PUBLIC PRESENT:**

Sarah Protheroe, Dawn Siemiller and Adam Wilson

Approve the July 21st, 2025 Board Meeting Minutes. A motion was made by Terri Carl  
to approve the minutes for the afore mentioned meeting. Patrisha Werdahl seconded  
the motion. Motion carried. Vote was unanimous.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

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**PRESENTATIONS FROM SATSOP SCHOOL MEMBERS:**

1. Modernization Grant/Construction Update: Adam Wilson from Rock Project Management gave an update on the construction progress. The old hardwood floors in the 2<sup>nd</sup>/3<sup>rd</sup> grade classroom have been sanded and look fantastic! They will be working on the hard wood floors in the 4,5,6 classroom next. The construction in the main school house is now in a “put back” stage, meaning all framing and electrical are complete. Some interior painting has been done. Concrete is coming this week for the new ADA ramp and the footings for the new gym. There was some black mold found in the office and that has been removed and mitigated. Some dry rot was found underneath the building and that will be repaired. The washer and dryer are being moved from the kitchen to the maintenance shed. Adam also shared that the goal is to move back to the school in November.
2. Sarah Protheroe shared updated “before and after” pictures of the completed and refurbished bell. The bell looks amazing!!
3. Tiffany Osgood reminded the board about this year’s upcoming levy which will take place in February 2026. It is time to start the planning process. It is unknown what federal dollars and state grants will be available for the 26-27 school year. This discussion was tabled for now.
4. Dawn Siemiller discussed the Washington State Audit of the 23-24 school year. The audit is complete and Dawn presented the board with the exit letter from the WA State Auditor’s Office stating that there were no findings and nothing of concern regarding the audit. Nice job Satsop!

**ACTION ITEMS:**

1. Approval of the 25/26 Certificated and Supplemental Contracts for Heidi Kesler: A motion was made by Patrisha Werdahl to approve the contracts. The motion was seconded by Kim Russell. Motion carried. Vote was unanimous.
2. Approval to end all COVID leave effective the 25/26 school year: A motion was made by Shawna Williams to end all COVID leave effective the 25/26 school year. The motion was seconded by Terri Carl. Motion carried. Vote was unanimous.

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**AUTHORIZATION OF BILLS AND VOUCHERS:**

A motion was made by Terri Carl to approve the following vouchers. Patrisha Werdahl seconded the motion. Motion carried. Vote was unanimous.

“The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll warrants in the amount of \$0.00 are also approved. Payroll in the amount of \$53,996.36 and ACH in the amount of \$37,667.34 and Benefits in the amount of \$21,660.02 are also approved.

**General Fund:**

Voucher numbers #292774 through #292791 totaling \$33,119.16

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**Capital Projects Fund:**

Voucher number #292768 through #292773 totaling \$90,477.14

**ASB Fund:**

Voucher number #292767 totaling \$0.00

**Payroll Warrants: NONE**

**REPORTS:**

1. Enrollment for August is none.

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**ADJOURNMENT:**

Meeting adjourned at 7:24pm

**RECORDING:**

The recording of this meeting will be held at the district for 1 year and is accessible to the public upon a public records request. Please contact Dawn Siemiller, Business Manager at [dsiemiller@satsopschool.org](mailto:dsiemiller@satsopschool.org) for more information.

**SATSOP SCHOOL DISTRICT BOARD**

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Darlene Reynolds, Chairperson

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Terri Carl

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Patrisha Werdahl, Vice Chairperson

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Kim Russell

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Tiffany Osgood, Board Secretary

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Shawna Williams